

Republic of the Philippines
DEPARTMENT OF EDUCATION
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filed, at the DEPARTMENT OF EDUCATION in the CSC website:



Date:

| No. | Position Title (Parenthetical Title, if applicable) | Parilla Item No. | Salary/Job/Pay Grade | Monthly Salary | Qualification Standards | | | Eligibility | Competency (if applicable) | Place of Assignment |
|-----|---|-------------------------------|----------------------|----------------|---|-------------------------------|--|---|----------------------------|---|
| | | | | | Education | Training | Experience | | | |
| 1 | TEACHER II | OSEC-DECSB-TCH2-390017-2003 | 12 | 24,495.00 | BACHELOR OF ELEMENTARY EDUCATION; OR BACHELOR'S DEGREE PLUS 18 PROFESSIONAL EDUCATION UNITS | NONE REQUIRED | 1 YEAR RELEVANT EXPERIENCE | RA 1080 (TEACHER) | | DIVISION OF CATANDUANES (ELEMENTARY) |
| 2 | TEACHER II | OSEC-DECSB-TCH2-390040-2003 | 12 | 24,495.00 | BACHELOR OF ELEMENTARY EDUCATION; OR BACHELOR'S DEGREE PLUS 18 PROFESSIONAL EDUCATION UNITS | NONE REQUIRED | 1 YEAR RELEVANT EXPERIENCE | RA 1080 (TEACHER) | | DIVISION OF CATANDUANES (ELEMENTARY) |
| 3 | TEACHER III | OSEC-DECSB-TCH3-394695-1988 | 13 | 26,754.00 | BACHELOR OF ELEMENTARY EDUCATION; OR BACHELOR'S DEGREE PLUS 18 PROFESSIONAL EDUCATION UNITS | NONE REQUIRED | 2 YEARS RELEVANT EXPERIENCE | RA 1080 (TEACHER) | | DIVISION OF CATANDUANES (ELEMENTARY) |
| 4 | MASTER TEACHER II | OSEC-DECSB-MTCHR2-391097-1998 | 19 | 46,791.00 | BACHELOR OF ELEMENTARY EDUCATION (BEED) OR BACHELOR'S DEGREE PLUS 18 PROFESSIONAL UNITS IN EDUCATION; AND 24 UNITS FOR A MASTER'S DEGREE IN EDUCATION OR ITS EQUIVALENT | 4 HOURS OF RELEVANT TRAINING | 1 YEAR AS MASTER TEACHER I OR 4 YEARS AS TEACHER III | RA 1080 (TEACHER) | | DIVISION OF CATANDUANES (ELEMENTARY) |
| 5 | SCHOOL PRINCIPAL I | OSEC-DECSB-SP1-390341-2010 | 19 | 46,791.00 | BACHELOR'S DEGREE IN ELEMENTARY EDUCATION; OR BACHELOR'S DEGREE WITH 18 PROFESSIONAL EDUCATION UNITS | 40 HOURS OF RELEVANT TRAINING | HEAD TEACHER FOR 1 YEAR; OR TEACHER-IN-CHARGE FOR 2 YEARS; OR MASTER TEACHER FOR 2 YEARS; OR TEACHER FOR 5 YEARS | RA 1080 (TEACHER) | | DIVISION OF CATANDUANES (ELEMENTARY) |
| 6 | SCHOOL PRINCIPAL II | OSEC-DECSB-SP2-390170-2010 | 20 | 52,703.00 | BACHELOR'S DEGREE IN ELEMENTARY EDUCATION; OR BACHELOR'S DEGREE WITH 18 PROFESSIONAL EDUCATION UNITS PLUS 6 UNITS OF MANAGEMENT | 40 HOURS OF RELEVANT TRAINING | 1 YEAR AS PRINCIPAL | RA 1080 (TEACHER) | | DIVISION OF CATANDUANES (ELEMENTARY) |
| 7 | PUBLIC SCHOOLS DISTRICT SUPERVISOR | OSEC-DECSB-FSDS-390243-1988 | 22 | 66,887.00 | MASTER'S DEGREE IN EDUCATION OR OTHER RELEVANT MASTER'S DEGREE | 16 HOURS OF RELEVANT TRAINING | 5 YEARS CUMULATIVE EXPERIENCE IN INSTRUCTIONAL SUPERVISION AND SCHOOL MANAGEMENT | RA 1080 (TEACHER) | | CURRICULUM IMPLEMENTATION DIVISION |
| 8 | ADMINISTRATIVE ASSISTANT III | OSEC-DECSB-ADA53-390005-2018 | 9 | 18,784.00 | COMPLETION OF TWO-YEAR STUDIES IN COLLEGE | 4 HOURS OF RELEVANT TRAINING | 1 YEAR RELEVANT EXPERIENCE | CAREER SERVICE (SUB PROFESSIONAL/FIRST LEVEL ELIGIBILITY) | | OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT |
| 9 | ADMINISTRATIVE ASSISTANT III | OSEC-DECSB-ADA53-390006-2018 | 9 | 18,784.00 | COMPLETION OF TWO-YEAR STUDIES IN COLLEGE | 4 HOURS OF RELEVANT TRAINING | 1 YEAR RELEVANT EXPERIENCE | CAREER SERVICE (SUB PROFESSIONAL/FIRST LEVEL ELIGIBILITY) | | OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT |
| 10 | ADMINISTRATIVE ASSISTANT III | OSEC-DECSB-ADA53-390007-2018 | 9 | 18,784.00 | COMPLETION OF TWO-YEAR STUDIES IN COLLEGE | 4 HOURS OF RELEVANT TRAINING | 1 YEAR RELEVANT EXPERIENCE | CAREER SERVICE (SUB PROFESSIONAL/FIRST LEVEL ELIGIBILITY) | | OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT |

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| 11 | ADMINISTRATIVE AID/VI | OSEC-DECSB-ADA6-390029-2017 | 6 | 15, 524.00 | COMPLETION OF TWO-YEAR STUDIES IN COLLEGE | 4 HOURS OF RELEVANT TRAINING | 1 YEAR RELEVANT EXPERIENCE | CAREER SERVICE (SUB PROFESSIONAL/FIRST LEVEL ELIGIBILITY) | OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT |
| 12 | SENIOR BOOKKEEPER | OSEC-DECSB-SRBK-390152-2014 | 9 | 18, 784.00 | COMPLETION OF TWO-YEAR STUDIES IN COLLEGE | 4 HOURS OF RELEVANT TRAINING | 1 YEAR RELEVANT EXPERIENCE | CAREER SERVICE (SUB PROFESSIONAL/FIRST LEVEL ELIGIBILITY) | DIVISION OF CATANDUANES (ELEMENTARY) |

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than November 2, 2020.

1. Letter of Intent
2. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
3. Performance rating for the last 3 years signed by the immediate head;
4. Latest Service Record Certificate of Employment;
5. Latest Certificate of Eligibility/Waiting License;
6. Photocopy of certificate of eligibility/waiting license;
7. Photocopy of Transcript of Records;
8. Certificate of Relevant Trainings/Seminars attended; and
9. Other document relevant to the position applied for.

Interested qualified applicants may see the office of the HRMO or please contact 0529-138-3325 for more details.

QUALIFIED APPLICANTS are advised to hand in or send through courier/terminal their application to:

DANILO E. DESPI
 Schools Division Superintendent
 DepEd - SDO Catanduanes, San Roque, Virac, Catanduanes
personnel@scsdn.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

This agency upholds Equal Employment Opportunity Principle: "That this shall be no discrimination in selection of employees on account of age, school, gender, civil status, disability, religion, ethnicity, social status, income class, paternity and filiation, political affiliation or other similar factors/personal circumstances which run counter to the principles of merit, fitness for the job and equal opportunity."